

Filing an Amended Creditor Matrix.

STEP 1 Click the **Bankruptcy** hyperlink on the **Main Menu** then click on **Miscellaneous**.



STEP 2 The **Case Number** screen displays.

A screenshot of the 'Case Number' screen. It has a title bar 'Case Number' and a text input field containing '04-20077'. Below the input field are two buttons: 'Next' and 'Clear'.

- ◆ Type in the **Case Number**.
- ◆ Click on the **Next** button.

STEP 3 The **select type of document** screen displays.

A screenshot of the 'select type of document' screen. It features a list box with the following items: 'Amended Conversion Schedules', 'Amended Schedules/Statements', 'Amended Voluntary Petition', 'Certificate of Service', 'Chapter 11 Ballots', 'Corrected Image', 'Creditor Matrix', and 'Creditor Matrix (Amended)'. The 'Creditor Matrix (Amended)' item is highlighted. Below the list box are two buttons: 'Next' and 'Clear'.

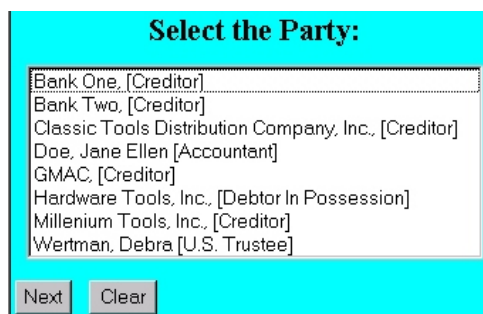
- ◆ Scroll down the options and highlight **Creditor Matrix (Amended)**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt displays.

A screenshot of the 'Joint filing with other attorney(s)' prompt. It shows a checkbox labeled 'Joint filing with other attorney(s)'. Below the checkbox are two buttons: 'Next' and 'Clear'.

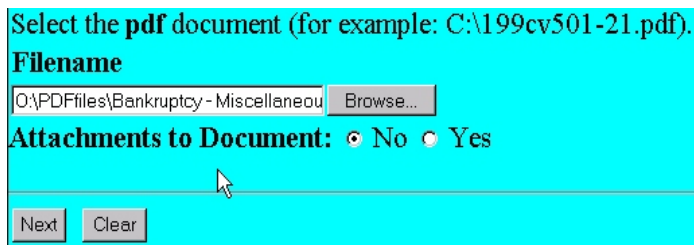
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



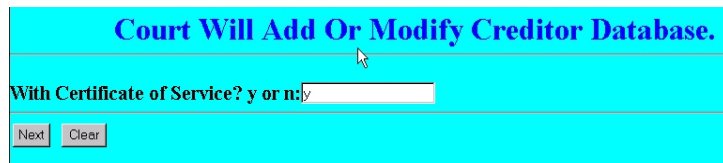
- ◆ Click on the party(s) name.
- ◆ Click on the **Next** button .

STEP 6 The **Select the pdf document** screen displays.



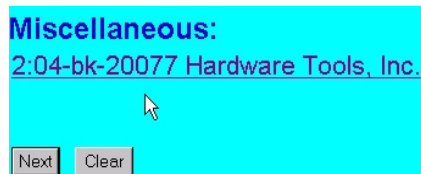
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button.

STEP 7 The **Certificate of Service** screen displays.

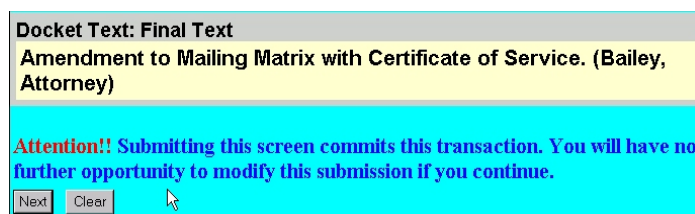


- ◆ Type a lowercase 'y' if you are filing a certificate of service or a lowercase 'n' if there is no certificate.
- ◆ Click on the **Next** button.

- STEP 8** A **Case Verification** screen displays. Verify you are working in the correct case, then click on the **Next** button.



- STEP 9** The **Docket Text: Final Text** screen displays. This is your **last** opportunity to make corrections to your entry.



- ◆ Verify the final docket text. If correct, click on the **Next** button.
- ◆ If the final docket text is incorrect, you must click on your *Browser's* **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the Menu Bar.

- STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

